EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE

TECHNICAL SERVICES LIBRARIAN
(Law Librarian III)

POSITION AVAILABLE WITH THE SUPERIOR COURT LAW LIBRARY
LOCATED AT 101 W. JEFFERSON, PHOENIX
Days and Evenings as Assigned

RECRUITMENT DATES:	Monday, July 31, 2000 – Open Until Filled
SALARY:	$38,688 Per Year
POSITION QUALIFICATIONS:	A Master's Degree in Library Science from an ALA accredited college or university and five years of professional library experience appropriate to the position. Awareness of technology issues and trends in a library or public services environment. Awareness of library technical services practices and trends. Familiarity with administration of an integrated online library system. Must have a basic knowledge of networking, the Internet and the World Wide Web. Familiarity with Windows NT, HTML, Web authoring and Web scripting tools preferred. Must be public-service oriented.
ESSENTIAL JOB TASKS:	Develops and administers networked access to electronic resources for the library. Provides overall administration of the Law Library's integrated online library system, including database development, system maintenance, development of catalog Web interfaces, integration of databases and user training and support. Manages the Law Library's technical services functions, oversees daily operations of cataloging and materials processing. Has lead role in the design and maintenance of the Library's Web site. May supervise, evaluate, and train professional and support staff. Works with other department administrators to provide access to Library network resources.
SELECTION PROCEDURE:	Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.
FILING PROCESS:	Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. Internet Address: www.maricopa.gov
WHAT HAPPENS TO YOUR APPLICATION:	Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 106011 / KAC, 7a **DATE PUBLISHED: Monday, July 31, 2000**
RECRUITMENT ABBREVIATION CODE: LL3-TSL

TECHNICAL SERVICES LIBRARIAN

PLEASE NOTE: This form does NOT replace the information requested on the "Application for Employment." Be sure your application and this supplement are both accurate and complete. Information provided on this supplement will be used to determine your eligibility for this position.   FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS WILL DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION.

1. Do you have experience working with technology issues/trends in a library environment? If yes, please describe. ˇ Yes ˇ No __#Yrs

2. Have you worked with or are you familiar with integrated online library systems? If yes, please describe your experience. ˇ Yes ˇ No __#Yrs

3. Are you familiar with networking and/or Windows NT desktop in a network environment? If yes, please describe your experience.

ˇ Yes ˇ No __#Yrs

If yes, was this experience gained in a library or public service environment?

ˇ Yes ˇ No __#Yrs

4. Are you familiar with HTML, Web authoring tools and/or Web scripting? If yes, please describe your experience.

ˇ Yes ˇ No __#Yrs

SIGNATURE   DATE   LL3-TSL, 7/00